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16 SEP 1968

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MEMORANDUM FOR: DDP/RMO

SUBJECT : Coordination of Proposal for Desensitizing Documents

1. This Office concurs in the draft proposing a standardized procedure for "Desensitizing KAPOK and RYBAT documents".

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2. We discussed Item 3e on page 3 which contains a proviso for the destruction of information copies. The second sentence is not completely clear to us as to whether or not the "RYBAT Administrative and Support Documents" are information copies. However, Disposal Schedules should include instructions for both file and information copies. Consequently, from a records management standpoint, may we suggest wording somewhat as follows for the second sentence in 3e:

"RYBAT Administrative and Support Documents may be desensitized by the holder without Records Officer action, and should be retired or destroyed in accordance with the instructions in the Records Control Schedules."

3. Although we find various opinions concerning responsibility for Support Documents and Records Schedules, we find these opportunities to study your proposed procedures very helpful in our overall Records Program development and look forward to the other procedures you are preparing.

CIA Records Administration Officer

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